



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number 311802A51208
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	HVAC TECHNICIAN, FSN-1210	FSN-5		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
8. Office / Section US CONSULATE GENERAL	a. First Subdivision MANAGEMENT OFFICE
b. Second Subdivision FACILITIES MANAGEMENT	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position VACANT Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy) _____	10. This is a complete and accurate description of the duties and responsibilities of this position CARLOS JIMENEZ Printed Name of Supervisor <i>Carlos Jimenez</i> Signature of Supervisor _____ Date (mm-dd-yyyy) 01-20-2015
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position JESSE CONNELLY Printed Name of Chief or Agency Head <i>Jesse Connelly</i> Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) 01-20-2015	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Teena M. Ege, RHRO Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____
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13 BASIC FUNCTION OF POSITION

The Heating, Ventilation, and Air Conditioning (HVAC) technician performs skilled maintenance and repair work throughout the New Consulate Compound (NCC) buildings, grounds and residential owned/leased properties. Incumbent must possess basic journeyman level knowledge for the principles and theories of the refrigeration cycle, temperature measurement, the properties of several refrigerants, and the knowledge of the construction and operation of a variety of domestic units and systems. Responsible for daily operation of HVAC mechanical systems, performs preventive maintenance tasks and troubleshooting for repairs on all equipment associated with building mechanical services. Applicants for this position must possess abilities in replacing major portions of various cooling units, such as compressors, condensers, expansion valves, float and service valves, thermostats, coils, and drive assemblies. Also this position requires basic skills for servicing power sources, for example, tighten connections, make splices, insulate exposed wires, and clean and lubricate moving parts, test for proper operation and replace items such as belts, fans, and fuses. The incumbent provides coverage for emergency service on mechanical systems as required for 24 hours per day, seven days per week (24/7) operation.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

40%

1. Performs periodic checks and inspections on all mechanical elements of all mechanical systems. Ensures that the systems are maintained in proper working conditions at all times. Executes preventive maintenance tasks per the maintenance plan and manufacturer recommendations. Ensures proper use of time, tools, materials, parts and provides data on all completed preventive maintenance tasks, spares, and consumables. Maintains positive control of all tools, materials and parts.

20%

2. The incumbent performs periodic checks and inspections on various other mechanical equipment and executes scheduled preventive maintenance tasks including but not limited to air-cooled chillers, chilled water pumps, air handling units, fan coil units, VAV units, water supply boosters, water treatment system, and drainage pumps.

20%

3. Based on instructions from the Maintenance Supervisor, executes assigned maintenance work orders. Performs maintenance and repair tasks for various residential type air conditioners to include recovering refrigerant with refrigerant recovery system. Services newly installed equipment by soldering, brazing or welding refrigerant lines. Uses vacuum pump, charging and testing manifold and leak detector to replace or add refrigerant. Performs regularly scheduled preventive maintenance check. Completes required maintenance and makes recommendation for repairs, replacement or disposal of equipment under area of responsibility.

10%

4. The incumbent performs regular checks for consumables, tools, spares and materials and reports status to the Facilities Engineer. Maintains / updates log books for operation of various mechanical systems. Miscellaneous tasks may include service and inspection of fire extinguishers, fabrication of sheet metal parts, assembly and installation of new equipment, and relocation of equipment.

10%

5. Other assigned duties: Supports Post activities including relocations, emergency actions, escorting and monitoring contractors on site. Provides assistance for other trade shops as part of the maintenance team. Adheres to the Consulate Safety program, SOP's, and practices safe work procedures and environmental guidelines associated with assigned tasks.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. REQUIRED QUALIFICATIONS

- a. **Education:** Completion of high school required. Completion of vocational training from an accredited institute recognized as producing journeyman mechanic with specialization in Heating Ventilation and Air-conditioning systems required.
- b. **Prior Work Experience:** Minimum two years of experience in the maintenance and repair for central air condition systems and cooling and freezing units.
- c. **Post Entry Training:** Minimal training is provided by the Mechanical Engineer and/or the Facilities Manager.
- d. **Language Proficiency:** Level II (rudimentary) spoken/reading English is required. Level III (good working knowledge) spoken/reading Spanish is required.
- e. **Knowledge:** Must have a good technical understanding of Mechanical systems required to include refrigeration and air conditioning systems. Computer literacy required.
- f. **Skills and Abilities:** Must be able to read and interpret operation and safety procedures, understand operational drawings and technical publications and use the measuring/testing equipment, including test manifold, vacuum pumps, avometer, digital clamp ampere, air speed gauges and air balance instruments, meager, electric leak detectors, and other rudimentary tools used with mechanical systems. Must be able to work independently. Must be capable of performing some heavy physical work. Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards. Must be able to conform to established safety and health policy and procedures. Must be able to properly utilize appropriate personal protective equipment as required by the job activity. Must report unsafe or hazardous conditions. Must inform supervisor of all accidents, illnesses and injuries.

16. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent receives general supervision from the Facilities Engineer/Foreman and may also receive supervision from the FM as needed.
- b. **Available Guidelines:** Maintenance Plan, DOS rules and regulations, manufacturers' literature, plans, and blue prints.
- c. **Exercise of Judgment:** Limited to the maintenance and repair of systems under area of responsibility.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Interacts with technicians, supervisors, and customers.
- f. **Supervision exercised:** None
- g. **Time Required to Perform Full Range of Duties After Entry in to Position:** 6 months.